

| NODIS Library | Organization and Administration(1000s) | Search |



NASA Procedural Requirements

COMPLIANCE IS MANDATORY

NPR 1382.1

Effective Date: August 10,

2007

Expiration Date: August 10,

2012

[Printable Format \(PDF\)](#)

Request Notification of Change (NASA Only)

Subject: NASA Privacy Procedural Requirements

Responsible Office: Office of the Chief Information Officer

| [TOC](#) | [ChangeHistory](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) |
[AppendixA](#) | [AppendixB](#) | [AppendixC](#) | [AppendixD](#) | [AppendixE](#) | [AppendixF](#) | [AppendixG](#) |
[AppendixH](#) | [AppendixI](#) | [ALL](#) |

Appendix G. Web Privacy Guidance

Information in this appendix does not duplicate, but expands on, the Web site requirements contained in Chapter 4.

G.1 Privacy Act Web Sites

G.1.1 If a NASA Web site collects PII that will be maintained and will, in practice, be retrieved by name or personal identifier, that information is protected under the Privacy Act, and the NASA RNO must ensure that a valid Privacy Act SORN is published in the Federal Register prior to data collection (see Chapter 5 of this NPR).

- a. Prior to drafting a new Privacy Act SORN, the RNO of the Web site collecting Privacy Act information should coordinate with his or her Center PAM to determine whether an existing SORN adequately provides for the maintenance of the information (records) to be collected.
- b. For such a Web site, the RNO must ensure that a Privacy Act Statement is presented at the point of information collection. See Chapter 5 and Appendix H for Privacy Act compliance procedures.
- c. Information collected using cookies (see Chapter 4) and Web server logs is not covered by the Privacy Act unless the information collected is routinely retrieved by a personal identifier.

G.2 COPPA Web sites

G.2.1 Determining COPPA applicability. Factors to be considered in determining whether a Web site is directed to children under 13 years of age include the subject matter, visual or audio content, the age of models on the site, language, whether advertising on the Web site is directed at children, information regarding the age of the actual or intended audience, and whether a site uses animated characters or other child-oriented features.

G.2.2 Exceptions to required parental consent. Parental consent is not necessary if the Web site collects a child's PII to:

- a. Respond to a one-time request from the child (e.g., providing a poster, responding to a question, etc.) after which the IIF is deleted.
- b. Contact the parent.
- c. Ensure the safety of the child or the site.
- d. Fulfill a NASA newsletter request for a single issue (continuation of a subscription requires consent).

G.3 PRA Web sites

Web sites that collect or sponsor the collection of information from ten or more respondents through identical fields

(e.g., via online forms, surveys, or printable PDF (portable document format) forms) may be subject to the PRA, regardless of whether information is in identifiable form. The need or plan to collect any such information from the public must be cleared with the PRA Officer in the NASA OCIO as to PRA applicability.

G.4 Web Sites Using Persistent Cookies

G.4.1 To obtain approval for the use of persistent cookies on a public Web site, the Web RNO shall submit a written request to the NASA Privacy Act Officer who will review and forward it, along with a recommendation, to the NASA CIO for approval.

G.4.2 Waiver request.

a. The waiver request must include:

- (1) Identification of the Web site for which the waiver is sought.
- (2) A complete description of all information the cookie will collect.
- (3) A detailed description and justification of the purpose of the cookie.
- (4) How long the cookie will stay on the user's computer.
- (5) How the information collected will be maintained and who will have access to it (e.g., whether it will be shared with third parties).
- (6) The proposed notice that will be displayed on the Web site using the cookie (upon approval) that clearly states to the user of the site information reported in section 4.3.5.c below.
- (7) The name of the contact person for cookie information.

b. As long as the use requirement remains, renewal of the waiver must be requested annually. The waiver renewal request must verify the continued compelling need to use persistent cookies and include the original and previous years' waivers as attachments.

G.4.3 Persistent cookie explanation in Privacy Web policy. For the convenience of curators, the cookie section of the NASA Web Privacy Policy contains a placeholder for adding the notice. A good practice is to provide additional notice on or before the page where the cookie is set (the point of collection).

| [TOC](#) | [ChangeHistory](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) |
[Chapter5](#) | [AppendixA](#) | [AppendixB](#) | [AppendixC](#) | [AppendixD](#) | [AppendixE](#) |
[AppendixF](#) | [AppendixG](#) | [AppendixH](#) | [AppendixI](#) | [ALL](#) |

| [NODIS Library](#) | [Organization and Administration\(1000s\)](#) | [Search](#) |

DISTRIBUTION:

NODIS

This Document Is Uncontrolled When Printed.

Check the NASA Online Directives Information System (NODIS) Library
to Verify that this is the correct version before use: <http://nodis3.gsfc.nasa.gov>
